

**City of Sunnyvale, Dept. of Library and Community Services
Community Services Division, Youth and Family Resources Office**

**City of Sunnyvale's Child Care Referral Listings
Criteria Guidelines**

The City of Sunnyvale, Youth and Family Resources (YFR) provides listings of licensed Sunnyvale child care centers and family child care homes as a free service to the public. YFR office receives over 150 requests for child care referral lists from families looking for child care each year. The criteria guidelines below describe the process of how a licensed provider can be added or removed from the referral list. If you operate a licensed child care business in Sunnyvale and want to be listed, review and sign this document and return it to the YFR office via email, regular mail or fax.

The City does not engage in background checks, guarantee the quality of service, inspect or endorse any of the child care providers or centers listed. Child care seekers are strongly encouraged to contact California Dept. of Social Services, Community Care Licensing Division (CCL) to inquire about the license status and history of licensed child care providers.

I. ENROLLMENT CRITERIA:

- Enrollment in the City of Sunnyvale's Child Care Referral Listings is voluntary and may be initiated by a Sunnyvale licensed provider at any time
- Child care centers and family child care homes must be licensed with CCL, be in good standing and located in Sunnyvale
- Each provider is requested to provide the following information:
 - A. License number and effective dates
 - B. Ages of children served
 - C. Type of care offered (i.e. infant/preschool/school-age care, subsidized care, etc.)
 - D. Contact information (address, telephone, email, business name, website if applicable)
 - E. Hours of operation (i.e. before/after school, evening, weekend)
 - F. Languages spoken

II. TEMPORARY REMOVAL FROM REFERRAL LIST:

A provider will be temporarily removed from the YFR Child Care Referral Listing if:

- YFR office receives a complaint about a child care provider that warrants a report to CCL, law enforcement or Child Protective Service (CPS)
- YFR is notified by CCL, law enforcement or CPS of an investigation of a child care provider, probationary status, citation or other disruption of licensure
- Upon notification from the appropriate investigating agency that the complaint or investigation has been satisfactorily resolved, the provider will be put back on the referral list at the next referral list update.

III. PERMANENT REMOVAL FROM REFERRAL LIST:

A child care provider may be removed from the referral list under the following circumstances:

- Provider requests removal from referral list
- Provider's license is not renewed, is suspended, or revoked by CCL
- Provider is charged with/convicted/found to have a substantiated report of child abuse, neglect or molestation by CCL, law enforcement or CPS.
- Provider discriminates on the basis of race, religion, color, sex, disability, age, or sexual orientation informed by CCL
- Provider cannot be reached by phone, email or mail to verify information on referral list

IV. YFR STAFF WILL NOT DISCLOSE THE FOLLOWING INFORMATION ON THE REFERRAL LIST:

- Physical address of a family child care provider. Seekers may search for an address for a large family child care provider on the CCL website or other public search engines.
- Provider email address

V. PROVIDER'S RESPONSIBILITY:

By signing below, you agree to contact the City of Sunnyvale, Youth and Family Resources Office at (408) 730-7800 or childcareresources@sunnyvale.ca.gov within 72 hours if:

- Your child care business moves to a new location or there is a significant change to your business.
- There is a change to your CCL facility licensure status and/or if you or anyone associated with your child care business is under any type of investigation by a law enforcement agency, child protective services (CPS), or Community Care Licensing (CCL).
- You permanently close your child care business.

Type of Facility: _____ Small Family _____ Large Family _____ Center

Print Name of Child Care Licensee: _____

Address of Child Care Facility: _____ Sunnyvale Zip Code: _____

A. CLL License Number: _____ Email: _____

Signature of Child Care Licensee: _____ Date: _____

- B. Ages of children served _____
- C. Type of care offered (i.e. infant/preschool/school-age care, subsidized care, etc.) _____
- D. Business name, website if applicable _____
- E. Hours of operation (i.e. before/after school, evening, weekend) _____
- F. Languages spoken _____
- G. Phone Number _____

This signed document is valid for 5 years. YFR office will initiate a renewal after 5 years to refresh providers of child care referral listing guidelines. Please retain a copy for your records.

Return this signed form to the Youth and Family Resources Office **as soon as possible to be added to the referral list:**

- Mail – Youth and Family Resources Office, Columbia Neighborhood Center
785 Morse Avenue, Sunnyvale, CA 94085
- Email – childcareresources@sunnyvale.ca.gov PDF or picture attachments (JPEG, GIF) accepted
- Fax – (408) 523-8158

For questions or information, call (408)730-7800.

